

## CHAPTER 8. ENVELOPES AND MAILING LABELS

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1. Where can I obtain guidance on mailing policy and standards?
  2. What are the procedures for addressing envelopes and mailing labels?
  3. What are the procedures for using envelopes?
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1. **Where can I obtain guidance on mailing policy and standards?** For guidance on mailing policy and standards, refer to [FHWA Order 1760.1, FHWA Mail Management System](#), dated January 10, 1989.
  2. **What are the procedures for addressing envelopes and mailing labels?** Below are the procedures for addressing envelopes and mailing labels.
    - a. Single-space the address.
    - b. Use the United States Postal Service (USPS) two letter State abbreviation on envelopes and mailing labels.
    - c. Leave two spaces between the State and the ZIP Code.
    - d. The complete address should be in all capital letters followed by the ZIP Code.
    - e. For international mail, the complete address should be in all capital letters and the bottom line should only have the destination country.
  - f. Do not use dual addresses, if possible. Dual addresses, supplied by mailers, are those which include both a street address and a post office box to be used on the lines immediately above the last line (city, state, and ZIP Code). The other address must be placed on a separate line above the delivery address line. The ZIP + 4 Code must be the code for the delivery address:

MR. JOHN SMITH  
12345 RUE DE LANE  
PARIS XLA 789  
FRANCE

472 EISENHOWER DRIVE	Alternate Address Line
PO BOX 1001	Delivery Address Line
MAYO MD 22041-1001	Last Line

OR

PO BOX 1001	Alternate Address Line
472 EISENHOWER DRIVE	Delivery Address Line
MAYO MD 22041-1001	Last Line

This format and address/ZIP Code agreement is essential for an optical reader to read and access the ZIP Code database so the barcode printer can apply the proper barcode.

- g. Include a complete return address, including the office symbol.
- h. The attention line, if necessary, is typed as the first line on the envelope.
- i. If a box number and a post office station name or number are used, the box number must appear first:

MR. JOHN BROWN  
BOX 2 POTOMAC STATION  
ALEXANDRIA VA 22301

- j. If used, the route number must precede the box number:

MRS. JANE DOE  
RURAL ROUTE 2 BOX 12  
VANDERGRIFT PA 15690

- k. If designations for apartment, room, suite, or other unit are used, they should appear after the street address and on the same line. If it is not practical to enter such an item on the same line, it may appear in the line above the address but never to the left or below:

MRS. SUE BROWN  
600 VERNON STREET APARTMENT 2  
CAMP SPRINGS MD 20022

MRS. BETTY SMITH  
800 CANAL STREET NW SUITE 506  
WASHINGTON DC 20502

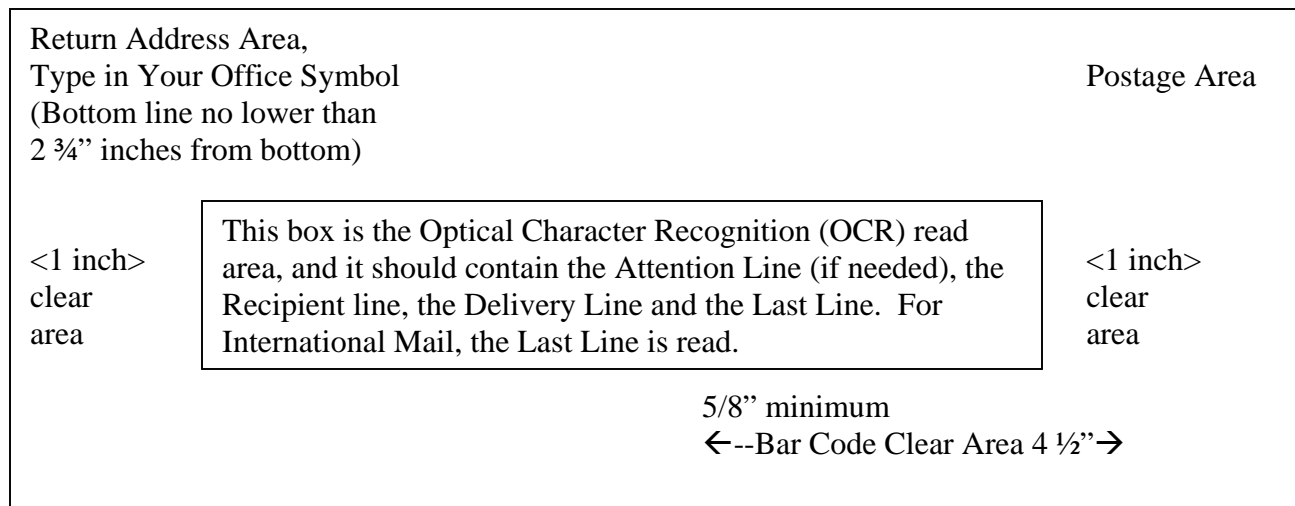
MR. JOHN SMITH  
APARTMENT 412  
169 LINCOLN AVENUE  
VANDERGRIFT PA 15690

- l. For mail going to towns or villages without a street address, rural route, or box number, the next to bottom line of the address is left blank.

MR. WILLIAM JONES  
  
VALLEY TX 7520

3. **What are the procedures for using envelopes?** To ensure efficient handling for FHWA correspondence, use either:
- a. Letter-size (#10) envelopes 6 1/8" x 11 1/2", to hold up to eight pages of folded correspondence, or
  - b. Large envelopes 9 1/2" x 12", and larger (flats), to mail more than eight sheets of correspondence or correspondence that transmits numerous attachments or enclosures.
  - c. See Figure 8.1 for guidance on preparing an envelope and address label.

## ENVELOPE AND ADDRESS LABEL PREPARATION GUIDE



- Use dark type on light background for best OCR readability.
- Address characters should not touch each other.
- The address lines must be parallel with the bottom of the envelope.
- The address must be typed or printed, all in capitals, with no punctuation.
- Do not hand-write addresses on envelopes or labels.
- The address block should be centered on the envelope.
- Use no punctuation and use two-letter state abbreviations.
- Keep a one-inch margin on each side of the address.
- Keep at least a minimum 5/8-inch clear area on the bottom of the envelope.
- When using window envelopes, the entire address block should always be visible even if the contents shift during mailing.

Following these guidelines will ensure that the letter will be readable by USPS equipment and will be handled quickly.

Envelopes with hand-written addresses and other improperly prepared envelopes shall be returned to the sending office for proper preparation.

**Figure 8.1**